

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date
Employee Name Vacant		Division Hospital Strategic Planning & Implementation		
Position No / Agency-Unit-Class-Serial 461-515-4872-902		Unit Patient Management Unit		
Class Title Graduate Student Assistant		Location Anywhere		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		CBID N/A	Work Week Group: No	Pay Differential No
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions <p>Under the direction of the Chief of the Patient Management Unit, the Graduate Student Assistant will work independently to prepare various special projects and exploratory analyses, including but not limited to longitudinal studies, performance metric development, and data integrity evaluation. Findings will be used to provide credible, evidence-based arguments and recommendations to support various unit proposals and policies, and to formulate data-driven storytelling to communicate with stakeholders. Incumbent will also assist with Case Management duties as requested by management.</p> <p>This role requires knowledge of appropriate statistical methods, research design, data collection techniques, and innovative data visualization approaches. Incumbent should possess advanced skills in Microsoft Excel, Power Pivot, Access, Word; intermediate use of Tableau Software.</p> <p>This position reports to DSH-Sacramento but may be remotely located anywhere within California. Must pass Live Scan (fingerprint) background check from Department of Justice (DOJ).</p>				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).			
55%	<u>Exploratory Data Analysis & Special Projects</u> <ul style="list-style-type: none"> • Designs relevant studies in collaboration with leadership. • Collects and collates data, utilizes appropriate statistical analyses and other techniques to explain or describe relationships. • Prepares data visualizations, including but not limited to charts, timelines, interactive dashboards, and infographics. • Develops narrative reports and presentations as requested. • Identifies opportunities for future analysis. • Prepares special projects as directed by the Chief. 			
25%	<u>Performance Metric Development</u>			

	<ul style="list-style-type: none"> • Designs, in collaboration with leadership, relevant key performance indicators (KPIs). • References existing literature or best practices in other states to justify thresholds where applicable. • Develops tools and resources to assist workload management in monitoring KPIs and reporting on progress.
15%	<p><u>Case Management Support</u></p> <ul style="list-style-type: none"> • Performs Case Manager duties as requested by management including but not limited to: initiating admission schedulings in DSH applications, collating statutorily required documentation for packet completeness, submitting referrals for Clinical Review and facility placement, processing data changes as needed. • Analyzes data entry in enterprise applications, reports on discrepancies, anomalies, and logistical contradictions, and coordinates and conducts clean up as requested by management. Prepares reports on data validation findings and resolution. Conducts presentations to demonstrate breadth, impact, and progress as requested by management.
5%	Performs other related duties as required.
Other Information	<p>Must pass Live Scan (fingerprint) background check from Department of Justice (DOJ).</p> <p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials that may be explicit or graphic in nature and is expected to maintain confidentiality at all times.</p> <p>The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.</p> <p>Incumbent must comply with Government Code Chapter 3 State Employee Telecommuting Program [14200-14203] (Chapter 3 added by Stats. 1990, Ch. 1389, Sec. 1.) that disallows California state employees to reside out of state while performing their work duties.</p> <p>The majority of the essential functions of this position may be performed via telework and/or flexible scheduling in accordance with DSH PD 5338. Although the ability may be granted, incumbent must be available to report to in-person mandated trainings and essential meetings.</p>

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date